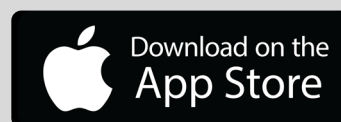




# A simple guide for parents



Logon & stay connected! This guidance will help you get to grips with Parent Admin and learn about the different features available. Prior to starting, please ensure you download the ParentAdmin app to your electronic device.

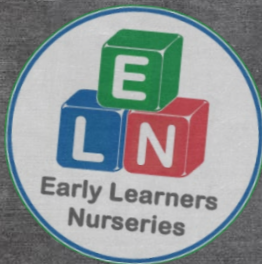


[www.earlylearnersnurseries.co.uk](http://www.earlylearnersnurseries.co.uk)

Established in 1985



# About Us



## Early Learners Nurseries

- Our Nurseries and Pre-school setting(s) operate and are open for 52 weeks per year. We are closed on bank holidays.
- We are open for 5 days a week, Monday to Friday. Opening times: 7am to 6pm.
- We cater for children from birth to 11 years old. Early Learners Nurseries also benefit from having a Playhub School Club at every site.



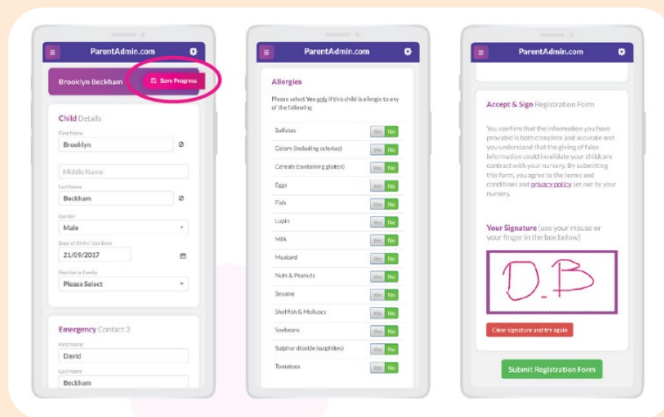
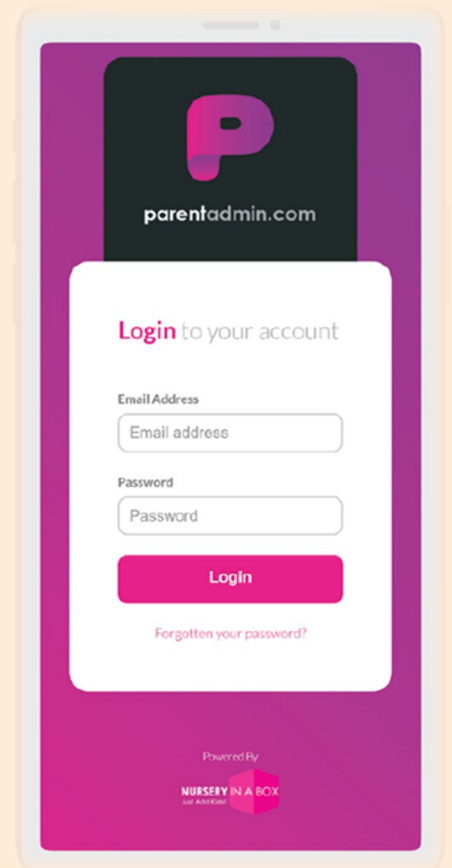
## Playhub School Clubs

- Our School Club setting(s) provide Breakfast, After-School & Holiday Clubs services. Our Breakfast & After-School Clubs are open for 38 weeks per year. This is a term-time only service in line with school's timetable.
- We are open for 5 days a week, Monday to Friday excluding bank holidays. Some of our sites offer a Holiday Club service.
- We cater for children from 4 to 11 years old.

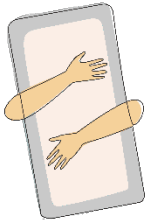


# Your Registration Form

By using Parent Admin you can keep your details up to date using the digital registration form. Let us know about any new or changes in your details, for example: your address, child's allergies or dietary requirements. Once you're done, sign and submit to confirm.

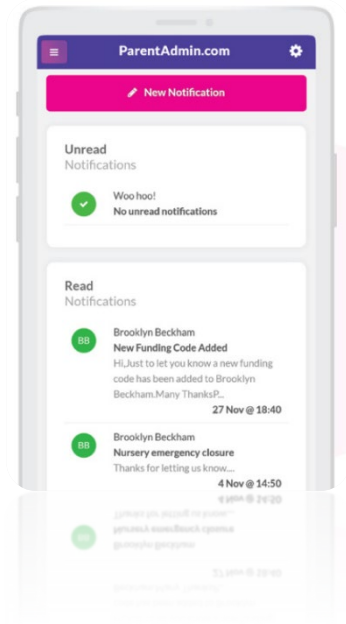


Every child is unique

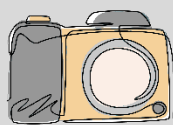


# Notifications

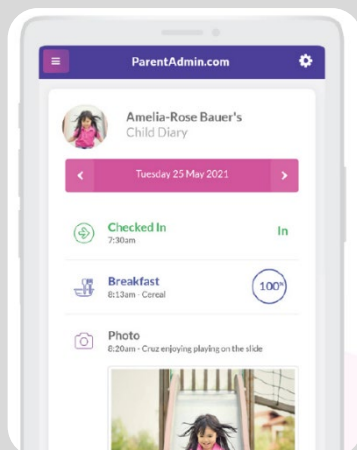
Communicate with ease and send us a notification through your parent admin account. Here at Early Learners, it is important to us that we have an effective flow of information with parents keeping all communications logged in one place. Parent Admin gives parents the visibility they need to support their child's education beyond the classroom.



See your child develop



# Child Diaries



Access a live daily feed about your child's day. Daily diary allows us to show each child's nursery day, each event is shown as it happens, which includes nappies, sleeps, food, drink and more. Any items your nursery add into child diary will automatically get updated, in real time, on ParentAdmin.com

By sending regular updates, you can see how they are doing and what they do day-to-day, partnerships with parents are made stronger. Child diaries improves and strengthens engagement.



# THE DAILY ROUTINE

An example of our daily routine at Early Learners Nurseries:

Normal Day		Times	Daily Schedule	
Morning(s)	7am – 12:30pm	7am – 8:30am	Children Arrive & Breakfast Club <i>(Staff time in child on register)</i>	
		8:45am – 9:15am	<b>Morning Registration &amp; Circle Time</b> <i>(Self-Registration – double check register)</i> <i>(Song-time / Story / music &amp; movement)</i>	
		9:15am – 10:45am	Child Initiated Play, Adult Led & Outside Play	Toilet Check / Nappy Change
		10:45am – 11:00pm	Tidy Up Time / Wash Hands / Prepare for lunch	
		11:00am – 12pm	<b>Morning Meal-time</b> <i>(Nappies / Toilet Check if applicable after meal before children go home or go to sleep)</i>	
		12:00pm – 12:30pm	Quiet Time Activities / Sleep & Rest / Preparing for Home-time	
		Up to 12:30pm	Home-time	
		After-noon(s)	12:30pm – 6pm	12:30pm – 12:45pm
12:45pm – 1:15pm	<b>Afternoon Registration &amp; Circle Time</b> <i>(Self-Registration – double check register)</i> <i>(Song-time / Story / music &amp; movement)</i>			
1:15pm – 2:45pm	Child initiated Play, Adult Led & Outside Play			Toilet Check / Nappy Change
2:45pm – 3:00pm	Tidy Up Time / Wash Hands / Prepared for Afternoon Meal			
3:00pm – 4pm	<b>Afternoon Meal-time</b> <i>(Nappies / Toilet Check if applicable after meal before children go home)</i>			
4pm – 5:00pm	Child Initiated Play & Outside Play <i>(15hr F.E.E leave t 4:30pm)</i>			
5:00pm – 6pm	Quiet Time Activities / Sleep & Rest / Preparing for Home-time			
Up to 6pm	Home-time			

This daily routine is flexible to suit the needs of the children.



# CHILDRENS MENU

An example of our children's menu at Early Learners Nurseries:

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b>	Every morning children are offered a choice of cereals, toast, yoghurts, milk and fresh fruit for breakfast.				
<b>AM Meal 11 o'clock</b>	FISH FILLETS WITH CHEESE AND TOMATOES TOPPING	CHICKEN CASSEROLE WITH BABY POTATOES	BEEF MINCED MEAT WITH NOODLES	VEGETABLE STIR FRY RICE	CAULIFLOWER AND BROCCOLI PASTA BAKE
<b>Dessert</b>	CRUMBLE OF THE DAY AND CUSTARD	JELLY OF THE DAY AND FRESH CREAM	DOUBLE CHOCOLATE FLOWERPOT	ETON MESS	SEASONAL FRUIT SALAD
<b>PM Meal 3 o'clock</b>	QUICHE LORRAINE WITH GREEN BEANS	JACKET POTATO WITH FILLINGS OF THE DAY	LENTIL SOUP WITH ASSORTED SANDWICHES	FISH FINGERS AND POTATO WAFFLES WITH MUSHY PEAS	MUSHROOM AND CHEESE OMELETTE WITH WHOLEMEAL BREAD
<b>Dessert</b>	HOMEMADE BISCUIT OF THE DAY	JUICY MELON & PINEAPPLE CHUNKS	FRUITY FLAP JACK	BANANA SLICES & CUSTARD	COOKIES WITH WHIPPED CREAM AND FRUIT TOPPING
<b>School Club Snack</b>	HOTDOGS ON BUNS WITH SALAD AND TOMATO SAUCE	ASSORTED WRAPS AND TOMATO SAUCE	PIZZA OF THE DAY AND COLESLAW	ASSORTED SANDWICHES WITH SLICED CUCUMBER	SPAGHETTI HOOPS ON WHOLEMEAL TOAST

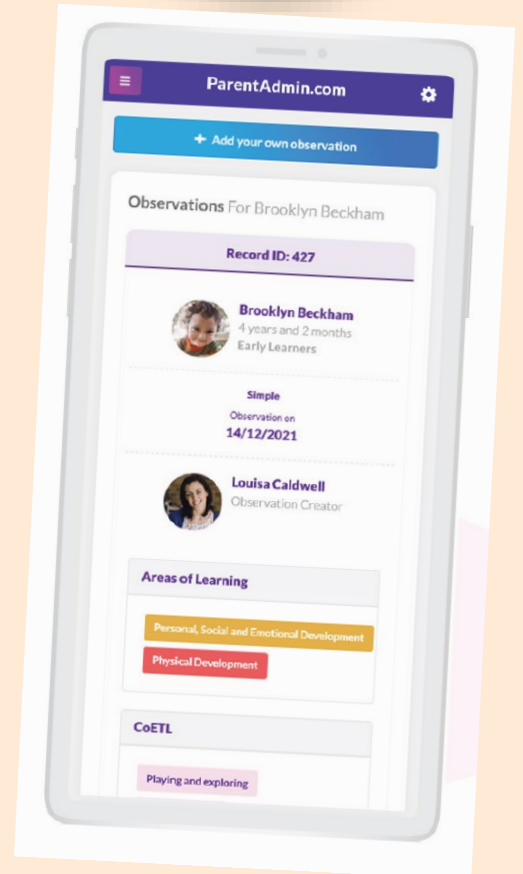


# Child Journeys



Digital Child Journeys take all the advantages of sharing video and photo observations with parents to the next level. Child Journeys allows our practitioners to easily make notes or take pictures and videos on secure tablets. The details are then stored against each child's profile next to a specific learning goal. The information is securely shared online with parents; meaning families can incorporate what the child has been learning that day or week into evening or weekend activities. Here at Early Learners we believe a Child Journeys shouldn't be kept in a box or on a shelf; going digital allows our practitioners, parents and children to build stronger relationships and greater confidence. Having Parent Admin keeps your children's information safe and secure.

It's easy for parents to regularly communicate their thoughts and observations through Parent Admin, which has been much acclaimed for its engaging and easy to use parent portal.



Our parents have a unique insight into their child's learning styles

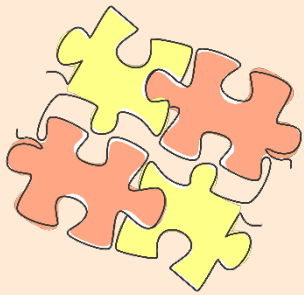


Digital Child Journeys enable and encourage parents to partner and work alongside our practitioners



The children are at the heart of the process; many children love looking at their Digital Child Journeys, and feel proud of their achievements

Track your child's  
progress



## We are all in this together

Remember that you are the expert when it comes to you and your child because you know them best. It makes a real difference to a child's learning when parents and professionals consistently work together.

Here at Early Learners our childcare practitioners can support you as well as your child, particularly when it will help the child's learning and development. Please ask us any questions you may have. Also, ask your child's key worker for a general update on what your child has been doing, what they have enjoyed most, what they need to be doing more of and what you can do with them at home.

Early Learners is assisting you in supporting your child's unique identity. We do this by creating and recording your child's own journey. We will ask you to help give a more rounded picture by telling us what your child is doing at home. We may ask for pictures of trips you take at the weekend or get you to fill in forms about special celebrations or milestones, or moments when you are particularly proud of your child. All this information will go towards planning activities in line with the Early Years Foundation Stage (EYFS) which all childcare providers follow until the end of your child's reception year at school.



# UNDERSTANDING THE EYFS



## Understanding the EYFS

The EYFS is the time in your child's life between birth and age 5. The EYFS Framework supports all professionals working in our day nurseries and pre-school settings.

The seven areas of learning and development are split into three prime areas and four specific areas.

Children mostly develop the three prime areas first. These are:



Communication and language



Physical development



Personal, social and emotional development

As children grow, the prime areas will help them to develop skills in four specific areas. These are:



Literacy



Mathematics

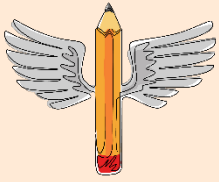


Understanding the world



Expressive arts and design

These seven areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs.



# Our Pedagogy

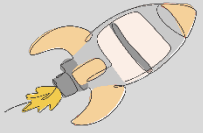
An enabling environment provides children with the space and resources to play, explore and learn. Our classroom environments embrace wide variety of continuous provision which covers the seven areas of learning and development. A crucial aspect of Early Learners new long-term strategy is to create calm environments; neutral and natural spaces, accented with well thought out resources that are purposely placed to support and extend children's learning. Our workforce review and enhance play spaces regularly by reflecting on the children's individual needs and their specific interests. We allow children to exercise their creative and critical thought process, encourage discovery, collaboration, risk taking and movement. Most importantly we provide children time to revel in the simplicities and delight of the everyday.

Our desire is to empower and ignite passion and excitement in Early Childhood Educators. Giving our workforce the tools and knowledge to enable us to create a culture of awe and wonder embedded at the heart of our setting. Our practitioners reflect continuously on their environments, experiences and activities they create for the children and this enables our team to really question and reflect on the 'why'. Our Managers challenge our teams to ensure that they are confident and knowledgeable that everything we do is purposeful with children's learning and development at the heart of all of the decisions made. Our Early Years pedagogy is made up of many things:

- **Development:** Focusing on how and why children change in terms of their learning and development over time.
- **Behaviour:** How a child's experiences shape their behaviour.
- **Relationships:** How children change and learn in relation to those around them.
- **Culture:** How family life and culture impact learning and relationships.



A NATURAL APPROACH  
TO LEARNING



## Fantastic learning activities to do at home

We try to go that extra step further in supporting our families. We know our families are doing lots of activities with babies and young children at home. Taking time to play with them every day will not only help you enjoy being with them more, but your children will learn so much from the experience. Here at Early Learners we have created a designated 'Home Learning' page to support our parents:

<https://www.earlylearnersnurseries.co.uk/homelearning>

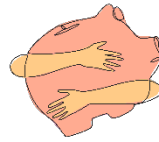
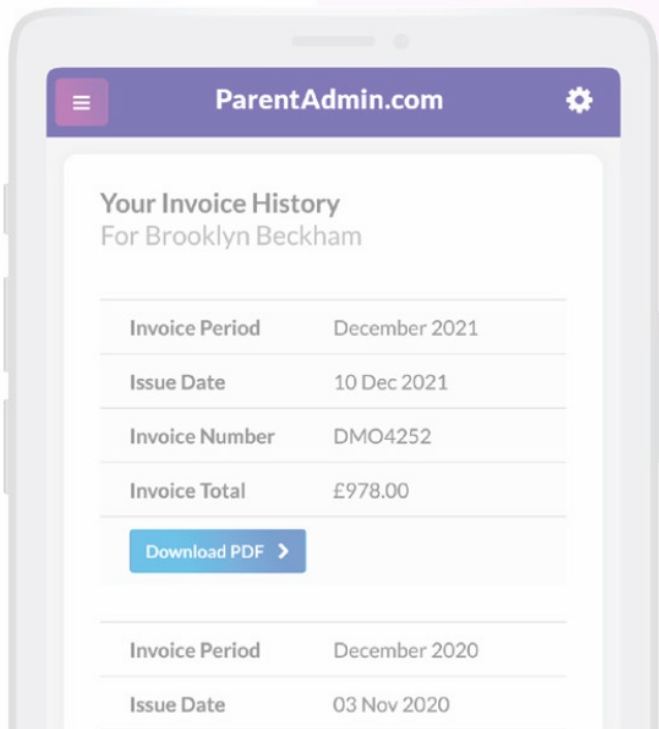


## Safeguarding children in a digital world:

Technology has transformed the way families live. Smartphones, iPads, computers, DVDs and games consoles are now available to children on a daily basis at home. Parents regularly use these tools for teaching; by embracing technology, practitioners can bridge the gap between learning at home and at nursery. 'Nursery in a Box' overcomes a lot of security challenges:

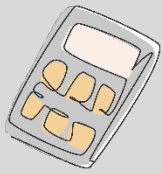
- ✓ Parents can only access information about their child via secure login
- ✓ All information is secured against data loss and cybercrime
- ✓ Learning tablets our staff are allocated cannot be used to download other apps
- ✓ Learning tablets can't be used to share information on social networks like Facebook

Early Learners embraces the many advantages of using 'Digital Child Journeys' however we are very serious and take great care about data protection and safeguarding content and information. It is important that no images are shared or distributed throughout the Internet or posted on our social media platforms without the parents permission. Nursery in a Box (NIAB) cannot be used for unauthorised distribution. All information requires a secure login, and is protected from data loss or cybercrime. Our practitioners should only be promoting for our parents to sharing activities of their child-on-Child Journey. Any potential breach or concerns should be reported immediately to the nursery manager. Lets all play our part in keeping children safe.



# Invoices

Access your invoices with a touch of a button. See all invoices on your account for multiple children and download easily for your records. Each invoice shows itemised listing of all sessions in the month for complete clarity. You can also access all your account history so that you'll have all information you need if claiming for Tax Free Childcare. If you have any questions, please send a notification to our Customer Care Team. We can only action requests in writing.



## Help with childcare costs

Here at Early Learners, we want to support parents and carers with a wide range of special offers and discounts specifically designed to help families. With the cost of living on the rise, giving our parents access to a wide range of special offers and discounts specifically designed to help make their money go further is at the heart of our goals.

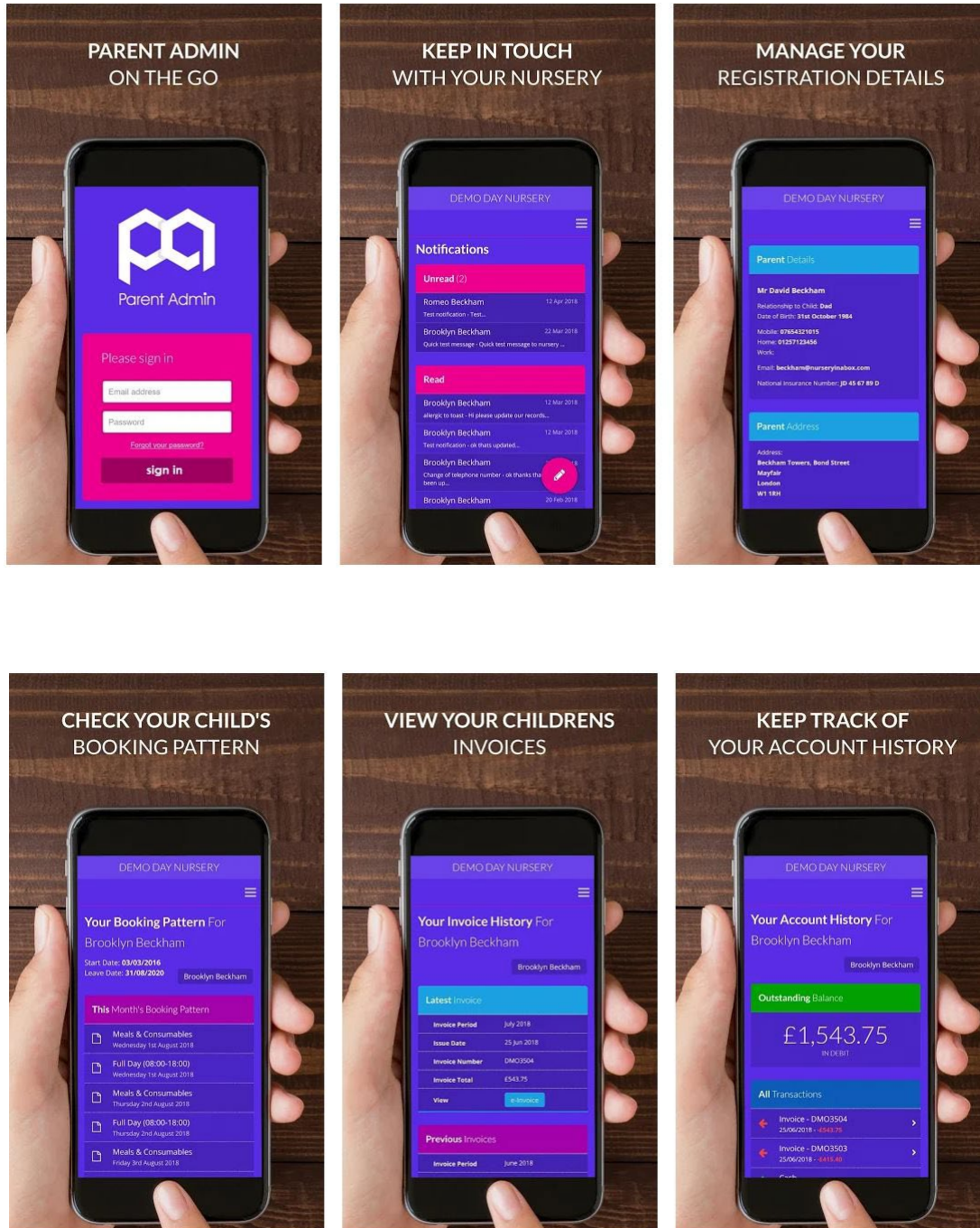
Our offers and promotions only run between certain times of the year and depends on availability. Please check our website for more information. We advise that you apply early to avoid disappointment.

<https://www.earlylearnersnurseries.co.uk/help-with-childcare-costs>

To secure a place we require a refundable deposit which will be returned after the completion of one full month. Please refer to our T&C's.



# What other features does Parent Admin have?



Parent Admin is available to parents whose children attend Early Learners Nurseries & Playhub School Club.



## Contact Us

### Wigan

Poolstock Lane,  
Wigan WN3 5HL

E: [wigan@e-ln.co.uk](mailto:wigan@e-ln.co.uk)

**Middlewich Banking Details:**  
Sort code: 40-46-31  
Account Number: 31399489

### Runcorn

Lowlands Road,  
Runcorn, WA7 5TR

T: 01928581881  
E: [runcorn@e-ln.co.uk](mailto:runcorn@e-ln.co.uk)

**Runcorn Banking Details:**  
Sort code: 40-45-24  
Account Number: 02585413

### Widnes

20 Deacon Road,  
Widnes, WA8 6ED

T: 01514242987  
E: [widnes@e-ln.co.uk](mailto:widnes@e-ln.co.uk)

**Widnes Banking Details:**  
Sort code: 40-46-31  
Account Number: 41388746

### Sutton

Irwin Road,  
St. Helens, WA9 3UG

T: 01744817771  
E: [sutton@e-ln.co.uk](mailto:sutton@e-ln.co.uk)

**St Helens Banking Details:**  
Sort code: 40-40-07  
Account Number: 82036630

### Eccleston

Mill Brow,  
St. Helens, WA10 4QG

T: 01744753111  
E: [eccleston@e-ln.co.uk](mailto:eccleston@e-ln.co.uk)

**Eccleston Banking Details:**  
Sort code: 40-40-07  
Account Number: 22069717

### Parr

Broadmans Lane,  
St. Helens, WA9 1QU

T: 01744747247  
E: [parr@e-ln.co.uk](mailto:parr@e-ln.co.uk)

**Parr Banking Details:**  
Sort code: 40-45-24  
Account Number: 52712016

### Making a Payment

We ask all parents & carers to reference their payment with their child's name. Payments need to be made in advance by the 25<sup>th</sup> of each month. All parents & carers are required to register their full details via ParentAdmin. It is recommended to download the app to keep a track of your finances and invoices. Parents & Carers can make a payment via: direct debit, internet banking, telephone banking or within your branch. For more information, please see our terms and conditions or contact our Customer Care Team via notification.

### Customer Care Team

For support with your ParentAdmin account and invoicing please send our Customer Care Team a notification.